

Approved For Release 1999/09/07 : CIA-RDP72-00450R000100020002-8

6 March 1968

MEMORANDUM FOR: Administration Officer, SSS  
SUBJECT : Approval of Requisition for Safes



We have received and approved the attached requisition for 8 4-drawer safes necessitated by an increase in personnel in the Support Services Staff.

Usually in cases involving this many safes, we request that the requisitioning office consider the use of less costly space saving type shelf file equipment in lieu of safes. However, because the procurement of shelving takes from 2 to 3 months, and storage space is critical in SSS, we have issued our approval without conducting the usual survey.

In our discussion of yesterday you indicated that additional safes may be needed in the future. It is for this reason that we would like you to consider the use of shelf files in your secure area, room 707. The placement of 5 sections of shelving along the two short walls in 707 would accommodate 104 cubic feet of records, the equivalent of 13 safes.

This shelving could be equipped with or without doors and would cost between \$600 and \$1,450 depending on the type ordered. The cost of safes would amount to \$7,657.00. The use of shelving would require 48 square feet of floor space compared to 104 square feet if safes are used. The installing of shelving along these end walls would not interfere with the display panels that are located on the two long walls.

Please contact us if you feel use of this area may be made available for this purpose. We will be very happy to prepare a floor plan and assist you in any way you feel that we can.

  
  
Chief  
Records Administration Branch

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Attachment  
Requisition for 8 - 4 drawer safes

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DS/SSS/RAB, :ec (5 March 1968)

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